

## **SECTION 9 PROMOTIONS**

**9-1. Basis of Promotions.** Promotions in the Public Safety Service shall be on the basis of merit, seniority in service and standing obtained by competitive examination as herein provided.

Eligibility for promotion will be determined as described in Schedules A, B, and C, and where applicable, vacancies will be filled by promotion from the next lower in rank. All positions in the Public Safety Service not enumerated in these Rules as positions for promotions shall be positions of original appointment.

Employees who are promoted shall be placed at eighty-one percent (81%) of midpoint of the new grade or receive a five percent (5%) increase, whichever is greater. If the promotion changes the employee status from non exempt to exempt or the new position classification is increased three (3) or more grades, the employee shall be placed at eighty-one percent (81%) of the midpoint of the new grade or receive a ten percent (10%) increase, whichever is greater.

Employees who bid on and are selected for a position of a lower grade shall move to the same percent of midpoint in the lower grade with the appropriate decrease in compensation. Employees who bid on and are selected for positions of the same grade shall stay at the same percent of midpoint within that grade.

The promoted or transferred employee shall complete a six (6) month probationary period, to include a performance evaluation. The completion date of the probationary period will become the employees new annual performance evaluation date.

At the satisfactory completion of the 6 month probationary period, the promoted or transferred employee may be eligible to receive a merit increase immediately based upon his/her job performance and where he/she is in the pay range.

**9-2. Types of Promotions.** Promotions shall be designated as promotions in rank. Promotions constituting a rank promotion in the Police Department and the eligibility requirements for such promotions are set forth in Schedule A. Promotions constituting in-rank promotions in the Fire Department and the eligibility requirements for such promotions are set forth in Schedule B. Selection of a candidate for promotion in-rank shall be made from a list of certified eligible candidates from the promotional register established in accord with the provisions contained herein for appointment to Public Safety Service positions.

**9-3. In-Rank Examination Scoring Procedure.** The following weights shall be given to the respective factors of all in-rank examinations:

Seniority of Service	5%
(½ point for every year of service over five years - maximum five points)	

Written Examination	45%
Oral Interview	30%
Merit Ratings (Scores for the immediate past three years)	20%

When an assessment center is used, the written examination and oral interview factors are included in the assessment process, and therefore the scoring/weighting procedure is as follows:

Seniority	5%
Assessment Center	75%
Merit Ratings	20%
(See Schedule E)	

9-4. **Merit Ratings.** Merit ratings shall be determined on the basis of the following factors:

Merit Ratings. The portions of the performance evaluation of the performance review boards of the respective Departments for the immediate past three (3) years.

9-5. **Oral Ratings.** Oral ratings shall be determined on the basis of the following factors:

Oral Interview. Candidates may be interviewed by the Hiring Authority, the Human Resources Director or their designees, to determine the candidates' self-confidence bearing, personality traits, leadership qualities, supervisory abilities, determination of intelligence, aptitudes and abilities to deal with problem situations.

9-6. **Physical Examination Requirements for All Promotions.** All candidates certified for promotion must pass a physical examination prescribed by the Hiring Authority and Human Resources Director. Such physical examination shall determine that the candidate has no uncorrectable impairment which would disqualify the candidate from performing the essential functions of the position, either with or without reasonable accommodation. If it is determined that the candidate has an impairment which prevents a promotion, the Human Resources Director may refuse to certify such candidate as being eligible for promotion until the impairment is corrected. Physical requirements for promotion and appointments to the respected positions within the Public Safety Service are set forth in Schedule C.

9-7. **Notice of Promotional Examinations.** When the Hiring Authority notifies the Human Resources Director that a promotional examination be held, notice of the examination shall be posted in a prominent place in the Department affected at least thirty (30) days prior to the date of the examination. The notice of a promotional examination shall contain the following:

- a. Date of posting of Notice of Promotional Examination.
- b. Date of examination.
- c. Place and character of the examination.
- d. The last date for filing an application to compete in the examination. Such date shall be not less than five (5) days after the posting of notice as required in Section 9-6.

**9-8. Application for Promotional Examination.** Each employee who desires to compete for promotion must complete the prescribed application designating the position sought and giving such other information as the Human Resources Director may require, and file the same with the Human Resources Department within the time prescribed.

The Hiring Authority and Human Resources Director will accept and allow an employee to apply and participate in the testing process, if the employee is within six months of meeting all of the requirements from the date of the test. However, the employee cannot be promoted until he/she meets the minimum requirements.